

# Women's Career Paths to Nontraditional Occupations

## A Checklist for Case Managers

- \_\_\_ Has she received information on the range of nontraditional (skilled trade, technical, & apprenticeable) occupations, and the programs that are available to prepare and assist her to obtain these jobs?
  - \_\_\_ Marketing materials?
  - \_\_\_ Video?
  - \_\_\_ Resource Guide?
  - \_\_\_ Orientation workshop?
- \_\_\_ Has she been assisted by a Job Center staff person who explained nontraditional occupations?
  - \_\_\_ The benefits?
  - \_\_\_ The barriers?
  - \_\_\_ The myths?
  - \_\_\_ The realities?
  - \_\_\_ The demands and requirements?
  - \_\_\_ The career path method of reaching a skilled occupation?
  - \_\_\_ The path to apprenticeship?
- \_\_\_ Has she undertaken an in-depth exploration of NTO?
  - \_\_\_ Skilled occupations career research?
  - \_\_\_ Work site tours?
  - \_\_\_ Discussions with role models?
  - \_\_\_ Labor market outlook information?
  - \_\_\_
- \_\_\_ Is she eligible for JTPA, FSET, JOBS, or other funded services?
- \_\_\_ Does she possess the attributes required to sustain successful training and employment within these industries?
  - \_\_\_ Work ethic?
  - \_\_\_ Confidence?
  - \_\_\_ Physical strength?
  - \_\_\_ Academic attainment?
  - \_\_\_ High school diploma or GED?
  - \_\_\_ Transferable skills?

\_\_\_ Has she reduced her environmental barriers so she can start her career path?

- \_\_\_ Affordable, reliable child care?
- \_\_\_ Driver's License and/or CDL?
- \_\_\_ A reliable vehicle?
- \_\_\_ An appropriate resume?
- \_\_\_ Personal support system?
- \_\_\_ Mentor or peer support?
- \_\_\_ Training in diversity issues?

\_\_\_ Is she prepared for the job search in NTO?

- \_\_\_ Resume geared to NTO?
- \_\_\_ Interviewing skills for NTO?
- \_\_\_ List of targeted employers, unions, and Apprenticeship Committees?

\_\_\_ Can she continue on her path to skilled trade, technical, service or professional occupations?

**Workplace**

- \_\_\_ Eligible for technical training at the technical college?
- \_\_\_ Student financial aid secured?

**Apprenticeship**

- \_\_\_ Meet apprenticeship qualifications?
- \_\_\_ Application accepted?
- \_\_\_ Prepared for aptitude exam?
- \_\_\_ Passed aptitude exam?
- \_\_\_ Ranked on List? -or-
- \_\_\_ Given letter?

\_\_\_ Is she using Job Net and Job Center marketing services to find the career path employment she is seeking?

\_\_\_ Has an Employment Rep been made aware of her desire to enter a trade, technical or other occupation at an entry level, for targeted marketing to employers?